



Policy Briefing Summary

Board of Supervisors

Regarding: Change of payroll company and addition of HRIS and LMS

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Date Prepared: March 13, 2026

Date of Proposed Action: March 18, 2026

ACTION FORCING EVENT

We are proposing to change payroll providers to Evolution Payroll Services (EPS), which includes a Human Resources Information System (HRIS) and a Learning Management System (LMS). We also propose contracting with the Learning Content Provider OpenSesame. These were all budgeted expenses but require additional contracts to be signed.

BACKGROUND

These additional systems enable us to streamline and/or automate processes that are currently very manual or tedious. Furthermore, they reduce our risk associated with data breaches of confidential employee data and reduce server space. We don't have a Human Resource system and our Payroll process is very manual and time consuming.

ANALYSIS

Human Resource & Payroll Modules by Evolution Payroll Services:

We currently do not have a Human Resource system. All documents related to employees are currently saved on our shared drive. Given this method, our HR documents were potentially exposed when we had the two cyber security attacks. While we still don't think they took any data, we had to complete a mandatory disclosure to all current and some former employees. Additionally, all employee records are manually completed and scanned to the shared drive. The HR module supports all necessary employee documentation. It also supports the ability to sign off on employee policies and includes a learning management system that tracks and maintains essential training modules for compliance type efforts (harassment, ethics, etc.) and skill development.

Our current payroll provider only meets our most critical needs. The system we must use is inefficient, cumbersome, confusing, slow, and uses outdated technology. Furthermore, we have paper timesheets and have to re-key all hours and pay codes into the payroll system. Given the complexity of the Police union payroll rules, many steps are manual. Additionally, the general ledger journal entries are manual and very time consuming. EPS uses a very robust software (UKG Ready) that is intuitive and easy to use. It supports the end-to-end payroll process including timecards, automation of complicated Police pay rules, payroll processing, tax filings, and recording in the general ledger. It also includes a phone app that enables employees to see and do everything they need on their phones. This is ideal for those in the field, like Public Works and Police.

The payroll process and associated recording takes about 8 hours of HR staff time every pay period. The

new system will likely cut that time in half.

Recruiting and Onboarding: The quote presented to us from EPS includes the Onboarding and Recruiting module. This module allows for organization and history of potential candidates as well as an automatic push of recruiting information directly into the onboarding process to prevent duplication of effort. Employee onboarding forms would also be digitized and saved securely and eliminates the manual completion of forms and the subsequent scanning and storing of files in our already taxed share drive.

FINANCIAL IMPACT

We received recommendations on a payroll company through both a company called Matchr and via contacts through the Southeast Pennsylvania Human Resources Association (SEPHRA). After vetting these companies for the ability to handle complicated timekeeping, understanding of Pennsylvania labor laws, and ability to offer HRIS and LMS modules, we received quotes ranging from \$5,000 to \$13,000 for just the payroll and timekeeping modules. We then looked into LMS content providers and found that we preferred providers that could fully integrate with the payroll company's software. These quotes ranged from \$3,600 to \$5,500. We found the best combination of payroll provider and LMS content provider amounted to \$9,500 per year plus \$1,000 in implementation costs. The 2026 budget includes \$12,000 under IT and \$2500 under Training for these initiatives. Planning a mid-year live date, we will come in under budget. This motion is required to authorize me to sign the contracts.

RECOMMENDED MOTION

Motion to authorize Amy Heinrich to execute the contracts associated with implementing the Payroll, Human Resources, and Learning Management System modules with Evolution Payroll Services and the Learning Content Provider, OpenSesame.